



**TEMPORARY USE PERMIT APPLICATION**

*City of La Puente*

15900 E. Main Street, La Puente, CA 91744 Telephone (626) 855-1500 Fax (626) 961-4626

**Application Information**

The purpose of this application is to allow for short term activities that would be compatible with adjacent and surrounding uses when conducted. A temporary land use activity is defined as a land use that is interim, nonpermanent, and/or seasonal in nature, and generally not conducted for more than 30 consecutive days in duration.

**DATE:** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ACTIVITY INFORMATION**

**Duration of Use:**

1. From: \_\_\_\_\_ To: \_\_\_\_\_ Total Number of Days: \_\_\_\_\_

2. Event start time (state if event will start at the same time every day): \_\_\_\_\_

3. Event ending time (state if event will end at the same time every day): \_\_\_\_\_

4. Contact Person During Event: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

5. Detailed description of proposed temporary use, include site plan and dimensions of materials or equipment (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

6. List of materials or equipment to be used in support of the proposed temporary use, if applicable (ex: canopies, tents, stages, generators, inflatables, PA system, light towers, balloons):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read this application and I agree to comply with the La Puente Municipal Code regulations for TEMPORARY USE PERMITS.

By: \_\_\_\_\_  
Signature of APPLICANT Date

By: \_\_\_\_\_  
Signature of PROPERTY OWNER Date

**FOR CITY USE ONLY**

TUP No. \_\_\_\_\_ Cashier's Receipt No: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff's Department: (Security and/or Traffic Control) \_\_\_\_\_

Fire Department: \_\_\_\_\_

**Standard Conditions of Approval (Per Chapter 10.96 of the LPMC)**

**1. Fixed Period of Time**

Unless otherwise stated in the permit, a provision for a fixed period of time not to exceed 30 days for a temporary use not occupying a structure, including promotional activities, or 12 months for all other temporary uses or structures, or for a shorter period of time as determined appropriate by the Director;

**2. Operating Hours and Days**

Regulation of operating hours and days, including limitation of the duration of the temporary use, as identified above;

**3. Temporary Pedestrian and Vehicular Circulation**

Provision for adequate temporary pedestrian and vehicular circulation, parking facilities (including vehicular ingress and egress), and public transportation, if applicable;

**4. Regulation of Nuisance Factors**

Regulation of Nuisance factors including prevention of glare or direct illumination on adjacent parcels, dirt, gases, heat, noise, odors, smoke, trash, and vibration;

*Additional information/conditions can be found on the handout available at City Hall.*

## CONDITIONS OF APPROVAL (CONTINUED)

**5. Regulation of Temporary Structures**

Regulation of temporary structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards;

**6. Sanitary and Medical Facilities**

Provision for sanitary and medical facilities, as appropriate;

**7. Waste Collection, Recycling, and/or Disposal**

Provision for solid, hazardous, and toxic waste collection, recycling, and/or disposal;

**8. Police/Security and Safety Measures**

Provision for police/security and safety measures, as appropriate;

**9. Signs**

Regulation of signs

**10. Performance Bond or Other Security**

Submission of a performance bond or other security measures may be required in order to ensure that any temporary facilities or structures used will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition, or better, as determined by the Director;

**11. Compliance with Applicable Provisions**

A requirement that the approval of the requested Temporary Use Permit is contingent upon compliance with applicable provisions of the Municipal Code and the successful approval of any/all required permits from any other department or governing agency; and

**12. Other Conditions**

Other conditions that would ensure the operation of the proposed temporary use in an orderly and efficient manner, and in full compliance with the purpose of this Chapter. (Ord. 935 § 3 (part), 2015)

**GENERAL INFORMATION**  
**TEMPORARY USE PERMIT**

Pursuant to Chapter 10.96 of the LPMC, a temporary land use activity is defined as a land use that is interim, non-permanent, and/or seasonal in nature, and generally not conducted for more than 30 consecutive days in duration. The following temporary uses are allowed pursuant to LPMC Section 10.96.050, subject to the issuance of a Temporary Use Permit:

A. Contractors' Construction Yards - Off-site

The permit may be effective for up to 12 months, or upon expiration of the companion Building Permit, authorizing the construction project, whichever first occurs.

B. Events

1. Amusement rides, arts and crafts exhibits, auctions, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, food events, outdoor entertainment/sporting events, rodeos, rummage sales, second hand sales, and swap meets for no more than 14 days within a 12-month period.
2. Outdoor display and sale events (i.e., side walk and parking lot sales) conducted by a retail business holding a valid Business License may be allowed a maximum of four outdoor sale events (excluding City sponsored activities) within a 12-month period. Items offered for sale shall be limited to the items covered by the Business License. **An outdoor sales event shall be no longer than a total of 40 aggregate days in duration, with a minimum of 60 days between events.**
  - i. If the event involves a tent or similar structure which may affect the safety of visitors and/or participants, the applicant shall submit to the City evidence of insurance that will cover any and all claims for damage to persons or property. Such issuance shall be in a form and amount acceptable to the City. The permittee shall deposit with the City at least \$100.00, as per City Council Resolution No. 3348 dated July 23, 1991, as a cash bond to guarantee the removal of the tent or structure. Said bond shall only be returned with the removal of the tent or structure and request in writing by the applicant.
  - ii. A permit fee in the amount of \$57.00, as per City Council Resolution No. 04-4423, shall be submitted with said plot plan.
  - iii. The applicant shall submit a detailed plot plan showing the location of such promotional event and the area to be used for the display of merchandise and other appurtenances, apparatus or structures to be used in connection with such promotional event. The location of the event shall not unreasonably obstruct the movement of, or create a hazard to, vehicles and pedestrians on or over the premises upon which the merchandise is located.
  - iv. The applicant shall demonstrate that adequate notice has been given to tenants and property owners that may be adversely affected by the configuration of the

merchandise display and that they have been given the opportunity to register their position with the Development Services Department.

3. Outdoor meetings and group activities (i.e., neighborhood community gatherings and religious retreats) for seven consecutive days or less, within any 12-month period.
4. Seasonal sales (i.e., Halloween pumpkin sales and Christmas tree sale lots) only by businesses holding a valid Business License; provided, the activity may only be held from October 1<sup>st</sup> through October 31<sup>st</sup>, of the same year for the pumpkin sales, and from the day after Thanksgiving through December 28<sup>th</sup>, of the same year for Christmas tree sales.

C. Temporary Real Estate Sales Office

One temporary real estate office may be located in any new subdivision in any zone in the City.

1. A temporary real estate office (e.g., trailer) may be used for temporary sales activities (e.g., model home sales, etc.) related only to the subdivision.
2. The temporary real estate office shall be removed within 10 days after the sale of all units in the new subdivision.

D. Temporary Structures

A temporary classroom, office, or similar portable structure, including a manufactured or mobile unit, may be approved as an accessory use for up to 12 months, for the following activities:

1. During construction of a development project in a commercial or industrial zone; or
2. As a temporary replacement structure to be used during reconstruction activities for places of religious assembly or private schools.

E. Temporary Work and/or Storage Site

1. A trailer, mobile home, or other acceptable temporary structure may be used as a temporary work and/or storage site for employees of a business during construction or remodeling of a permanent commercial, industrial, or mixed-use structure, when a valid Building Permit is in force and upon demonstration by the applicant that the temporary work site is a short-term necessity, while a permanent work site is being obtained.
2. A permit for temporary work and/or storage trailer(s)/structure(s) may be approved for up to 12 months and shall be removed within 30 days following issuance of the Certificate of Occupancy. The Director may extend the approval for up to an additional 12 months, if needed for very large construction projects.

F. Other Similar Temporary Uses

Similar temporary uses that, in the opinion of the Director, are compatible with the subject zone and surrounding land uses.